



Chicago Police Department

Special Order S03-05

## IN-CAR VIDEO SYSTEMS

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RESCINDS:	Version dated 20 April 2011; S10-10		
INDEX CATEGORY:	Field Operations		

### I. PURPOSE

This directive:

- A. implements the use of Department in-car video systems.
- B. establishes the policies and procedures for the use, maintenance, and repair of in-car video systems.
- C. establishes the roles and responsibilities of Department members affected by the introduction of in-car video systems for the video and audio recording of incidents.
- D. establishes the requirements for viewing, retaining, and duplicating digitally recorded incidents.
- E. continues the use of the Digitally Recorded Data Viewing/Hold/ Duplication Request ([CPD-65.224](#)).
- F. identifies the Records Division as the Department repository and viewing location of digitally recorded data created by the in-car video systems.

### II. POLICY

The Department is committed to protecting the safety and welfare of its members and the public. The in-car video systems can provide members with an invaluable instrument to enhance criminal prosecution by providing powerful evidence of criminal activity, limit civil liabilities, and objectively document officer conduct during individual interactions. Members assigned to a vehicle equipped with an in-car video system will use it pursuant to this directive.

### III. GENERAL INFORMATION

- A. There is no expectation of privacy for Department members related to incidents recorded by in-car video systems. Supervisors, members of Bureau of Internal Affairs, and the Independent Police Review Authority (IPRA) investigators may request to review the digitally recorded data from a vehicle equipped with an in-car video system. Any digitally recorded data created by the in-car video system may be used without a Department member's permission for any official Departmental purpose.
- B. The in-car video system will **automatically engage audio and video recording** when the vehicle's emergency-roof lights are activated. However, Department members may manually activate the in-car video system without the activation of the emergency equipment. At the conclusion of the incident, Department members must manually disengage all recording processes, regardless of what method activated the in-car video system.
- C. The Records Division will be the custodians of the digitally recorded data and will be responsible for the retention, duplication, and viewing of the in-car video systems. The Director, Records Division, will establish retention, viewing, and duplication procedures that provide for inventory control, the security of the digitally recorded data, and authorized duplications.
- D. All digitally recorded data created by the in-car video systems will be retained by the Records Division for a minimum of 90 days. Digitally recorded data that is marked and held as having evidentiary or training value will be retained as prescribed by law and established Department policy.
- E. In general, minor infractions and minor deviations from Department policy observed through the review of digitally recorded data will not be subject to the disciplinary process and will be treated as a training opportunity.

#### IV. RECORDING GUIDELINES

- A. Department members will use only Department-issued video and audio recording equipment.
- B. Department members will conform to all laws and Department policies concerning the use of the in-car video system for the video and audio recording of incidents.
  - 1. Department members are lawfully permitted to video record individuals without their consent if they are on the public way or in public view.
  - 2. Department members who are in uniform and have identified their office are lawfully permitted to simultaneously audibly and visually record individuals without their consent whenever:
    - a. the member is conducting an enforcement stop, **or**
    - b. the patrol vehicle emergency lights are activated or would otherwise be activated if not for the need to conceal the presence of law enforcement.

**NOTE:** Any reports completed for an audibly recorded incident, including Traffic Stop Statistical Study - Driver Information Cards (CPD-21.103), Traffic Stop Statistical Study Stickers (CPD-15.516), and Personal Service Citations, must include the initial violation or investigatory need that led to the stop.

**NOTE:** Department members may audibly record an enforcement stop regardless of the subsequent enforcement action taken.

- 3. Department members may audibly and visually record an individual with the consent of the individual.
- C. Uniformed Department members assigned to vehicles equipped with in-car video systems will activate the system to simultaneously audibly and visually record the entire incident for all enforcement stops.
- D. Uniformed Department members assigned to vehicles equipped with in-car video systems will activate the system to visually record the entire incident for all:
  - 1. arrests and transports.
  - 2. nonpursuit emergency vehicle operations.
  - 3. any situation that the member, through training and experience, believes to serve a proper police purpose.

- E. During the recording of an incident, Department members will not disengage the in-car video system until the entire incident has been recorded.

**NOTE:** Department members will be required to justify any disengagement of the in-car video system prior to the entire incident being recorded.

- F. If recorded, felony and misdemeanor arrests, motor vehicle pursuits, traffic crashes resulting in property damage, personal injury, or a fatality, DUI incidents, and failure to yield to an emergency vehicle will be automatically stored by the in-car video system indefinitely when the correct event is selected from the postevent pop-up menu. All other incidents will be automatically stored for ninety days.
- G. If digitally recorded data will be needed in judicial proceedings beyond ninety days, members will place an extended hold on that digitally recorded data as described in Item VIII of this directive, including but not limited to the following circumstances:
  - 1. Traffic stops other than DUI,

2. Enforcement stops,
3. Other traffic crash investigations, and
4. Stops for citizen assistance.

H. When a complaint against a Department member is received that involves a digitally recorded incident, the investigating member will request an extended hold on the data.

I. Assigned supervisors will request an extended hold on all digitally recorded motor vehicle pursuits and traffic crashes involving Department vehicles.

## **V. DEPLOYMENT OF THE IN-CAR VIDEO SYSTEMS**

A. Commanding officers of units with vehicles equipped with in-car video systems will:

1. ensure that vehicles equipped with in-car video systems are evenly distributed for use by all watches.

**NOTE:** Commanding officers will ensure the units assigned to traffic duties in district law enforcement use vehicles equipped with in-car video systems.

2. whenever feasible, ensure vehicles equipped with the in-car video systems are deployed every tour of duty and service is requested for inoperable vehicles equipped with in-car video systems.

B. The station supervisors will:

1. deploy every vehicle equipped with a functional in-car video system during the tour of duty.
2. ensure digitally recorded data is downloaded from the in-car video systems.
3. whenever operationally feasible, review video of any arrest recorded by the in-car video system as part of the approval of probable cause.

## **VI. OPERATIONAL PROCEDURES**

A. Department members assigned to a Department vehicle equipped with an in-car video system will:

1. at the beginning of a tour of duty:
  - a. visually inspect the in-car video system equipment for damage.
  - b. obtain the remote transmitter/audio recorder and ensure it is securely attached to the member's person.
  - c. follow the start-up procedures for the in-car video system as trained and ensure the system is working properly.

**NOTE:** Members will immediately notify a supervisor if, at any time, the in-car video system is inoperable, damaged, the equipped vehicle becomes inoperable, or the remote transmitter/audio recorder is missing.

2. during the tour of duty:
  - a. audibly and visually record events in accordance with this directive.
  - b. annotate all reports, including Contact Information Cards (CPD-21.101), prepared for an event which has been recorded by listing "**Video Recorded Incident**" at the end of the narrative portion.

- c. after an incident has been recorded, use the post-event pop-up menu to select the most serious recorded occurrence as the event type and enter other event information.

**NOTE:** If the member did not use the postevent pop-up menu to mark the incident as being held for evidence, the member will request an extended hold on digitally recorded data in accordance with Item VIII of this directive.

- d. if the in-car video system indicates that the memory required to record incidents is becoming low or if the member observes that less than 30 minutes of recording time is available, download the digitally recorded data.

3. at the conclusion of a tour of duty:

- a. verify the in-car video system is working properly.
- b. initiate the downloading of the digitally recorded data.

**NOTE:** Members will immediately notify a supervisor if unable to complete the downloading of digitally recorded data due to technical problems.

- c. shut down the in-car video system and logoff the system.
- d. return the remote transmitter/audio recorder to the designated area for charging.

B. The sergeant assigned to supervise Department members using Department vehicles equipped with an in-car video system will:

1. monitor subordinates to ensure the in-car video system is used and that digitally recorded data is properly downloaded.
2. ensure that the Help Desk is contacted and a ticket number is obtained whenever any member is unable to use the in-car video system or download digitally recorded data due to technical problems.
3. initiate an investigation when notified of a missing or lost remote transmitter/audio recorder.
4. document on the Supervisor's Management Log ([CPD-11.455](#)):
  - a. whether each vehicle has an in-car video system and if it is functioning.
  - b. all responses related to malfunctions of vehicles equipped with in-car video systems.
  - c. digitally recorded data downloaded to land-based terminals, noting any units unable to complete the download and the Help Desk ticket number obtained.
  - d. any request submitted for an extended hold of digitally recorded data.
  - e. any instances of additional training, corrective measures, or disciplinary actions.
5. document on the Traffic Pursuit Report ([CPD-22.958](#)) or traffic crash report that the incident has been digitally recorded.
6. obtain a complaint register number and order an evidence technician to process the equipment if any damage or malfunction is suspected to have been caused by deliberate (tampering) means.

C. Station supervisors will:

1. designate a sergeant responsible for monitoring the downloading of digitally recorded data for the watch.

2. record the total number of vehicles equipped with in-car video systems deployed during the watch and the total number of these vehicle that do not have a functioning in-car video system, if any, on the Watch Incident Log (CPD-21.916).
3. ensure the status of vehicles equipped with in-car video systems is recorded on the Personal Equipment Log (CPD-21.919) by recording the word "VIDEO" in the "Camera/Tripod No." column.
4. if an in-car video system malfunctions or the system or vehicle becomes inoperable **during the tour**, record the vehicle and beat numbers and the words "VIDEO DOWN" on the Watch Incident Log.

D. When digitally recorded data is determined to have evidentiary or training value, or a complaint against a Department member is received that involves a digitally recorded incident, the supervisor reviewing the recorded data will request an extended hold on the data.

## **VII. DOWNLOADING DIGITALLY RECORDED DATA FROM THE IN-CAR VIDEO SYSTEM**

A. When downloading digitally recorded data from the mobile unit of an in-car video system to a land-based terminal, Department members will:

1. download the data in accordance with the manufacturer's guidelines and training.
2. ensure the download of data was complete and return the vehicle back into service.

B. With the approval of the station supervisor in the district of occurrence, special requests for the immediate viewing of digitally recorded data from the Bureau of Detectives, Bureau of Internal Affairs, or IPRA will be processed for major incidents where an in-car camera system may be reasonably expected to have captured a component of the incident.

1. Major incidents include, but are not limited to:
  - a. police-involved shootings,
  - b. serious injury or death to a Department member,
  - c. serious injury or death to a member of the public.
2. Special requests for viewing digitally recorded data will be made to the station supervisor in the district of occurrence, who will:
  - a. evaluate the request;
  - b. determine if the need for retrieval outweighs the operational impact of the vehicle being taken out of service; and
  - c. notify Crime Prevention and Information Center (CPIC) of the decision.
3. Special requests will be in the form of one of the following types:
  - a. Special wireless upload, or
  - b. Emergency on-site retrieval.

C. Special Wireless Uploads

1. The station supervisor in the district of occurrence will take the vehicle out of service and secure it at the unit of assignment or other appropriate location.
2. The supervisor will:
  - a. verify that the vehicle operator or partner is signed on to the in-car camera system;
  - b. instruct the member to manually flag the entire tour of duty's available video for upload;

- c. instruct the member to initiate a manual upload of this video with the vehicle in range of the facility's wireless hotspot; and

**NOTE:** If video cannot be uploaded via wireless hotspot, a cradle upload will be used.

- d. ensure that the vehicle remains out of service until the upload is complete.
3. Once complete, the station supervisor will allow personnel from the Bureau of Detectives, Bureau of Internal Affairs, or IPRA, as appropriate, to review the uploaded files.

**NOTE:** For officer-involved shootings when an On-Call Incident Commander (OCIC) will respond, an emergency on-site retrieval will be immediately requested through CPIC.

4. The station supervisor may identify an alternate vehicle for the member to use while the identified vehicle completes its video upload, as appropriate.
5. If an attempt to wirelessly upload is unsuccessful, members may contact the City of Chicago Help Desk at 4-DATA for assistance.
6. If a wireless upload fails, an emergency on-site retrieval will be conducted.

D. Emergency On-Site Retrieval

1. The station supervisor in the district of occurrence will notify CPIC of an approved emergency on-site retrieval.

**NOTE:** An emergency on-site retrieval will only be conducted when an OCIC is responding or a wireless upload fails and contacting the City of Chicago Help Desk at 4-DATA has not resolved the problem.

2. CPIC will notify the Public Sector Information Technology (PSIT) Group personnel of a manual video retrieval from the "fail-safe" internal drive request.
3. The station supervisor in the district of occurrence will take the identified vehicle out of service during the retrieval process.
4. If the identified vehicle is still in use when the designated supervisor arrives at the unit facility or other appropriate location, the supervisor will report to the vehicle and instruct any member logged onto the system to log off the system.
5. The vehicle will remain out of service until PSIT responds and conducts the video retrieval.

**NOTE:** On-site review of video will be limited to the series of events and time frame giving rise to the alleged incident.

E. Viewing and Obtaining Copies of In-Car Video Recordings

1. Once retrieval has been completed for the requested time frame, the video may be viewed by personnel from the requesting party at the location of retrieval.
2. Requests for copies of in-car video recordings will be made by completing the form entitled "Digitally Recorded Data Viewing/Hold/Duplication Request" (CPD-65.224) and forwarding it to the Records Division.

F. The Managing Deputy Director, PSIT, will:

1. establish procedures to ensure the security of the digitally recorded data from downloading to storage by the Records Division.

2. develop a system to monitor the memory capacity of the land-based terminals and provide for the security of the downloaded data.
- G. If members are unable to download digitally recorded data from the mobile unit of the in-car video system to the land-based terminals due to system inoperability:
  1. the station supervisor will notify the Help Desk and follow any further instructions given by the responding member of PSIT.
  2. A designated member of PSIT will respond to the requesting unit and:
    - a. ensure the security of the digitally recorded data.
    - b. perform a manual download of the digitally recorded data.
    - c. record the manual download on the Help Desk ticket.

#### **VIII. REQUESTING A HOLD FOR DIGITALLY RECORDED DATA**

- A. Department members will place an extended hold on digitally recorded data they recorded using the postevent pop-up menu on the in-car video system.
- B. **Within the first 48 hours** from downloading digitally recorded data from the vehicle, Department members who do not use the postevent pop-up menu and request an extended hold on digitally recorded data will request that a supervisor place the extended hold by using the land-based terminal at the district/unit station.
- C. **After the first 48 hours** from downloading digitally recorded data from the vehicle, Department members who do not use the postevent pop-up menu and request an extended hold on digitally recorded data will:
  1. complete the Digitally Recorded Data Viewing/Hold /Duplication Request form.
  2. indicate on the form the necessary actions by the Records Division.
  3. explain in the narrative portion of the form the reason for the request.
  4. submit the form to the station supervisor/designated unit supervisor for approval.
  5. submit the completed and approved form to the Records Division for processing and retention in accordance with existing records-retention requirements.
- D. Department members who wish to remove an extended hold on digitally recorded data will follow the procedures outlined in Item VIII-C of this directive indicating the circumstances requiring the removal of the extended hold.
- E. The Director, Records Division, will:
  1. develop a cataloging system for storage and retrieval of recordings and procedures for ensuring archives are maintained consistent with Department directives (including the Forms Retention Schedule), applicable state and federal laws, and compliance with all court orders.
  2. be responsible for retaining digitally recorded data for which an extended hold was requested as prescribed by law and established Department policy.

#### **IX. VIEWING, RETAINING, AND DUPLICATING DIGITALLY RECORDED DATA**

- A. All digitally recorded data created by the in-car video systems are the property of the Chicago Police Department. **Dissemination of any digitally recorded data outside the Department is strictly prohibited without specific authorization by the Superintendent or an appointed designee.**
1. Any non-Departmental requests for duplication of digitally recorded data must be approved by the Superintendent or an appointed designee.

2. All approved requests will be forwarded in an expeditious manner to the Director, Records Division, along with:
  - a. a completed and approved Digitally Recorded Data Viewing/Hold/Duplication Request form, and
  - b. written instructions, including dissemination information, for compliance with the request.
- B. Department members assigned to vehicles equipped with in-car video systems and their supervisors are encouraged to use the review/ playback functions of the system for the purposes of:
  1. developing familiarity with the functions, capabilities, and limitations of the in-car video systems to create consistent recording techniques which capture relevant actions.
  2. searching for and identifying recorded events having evidentiary or training value.
  3. reviewing approach and officer safety issues.
  4. ensuring consistency with written reports.
- C. Reviewing Digitally Recorded Data  
Investigating members may view digitally recorded data in the performance of official police business. When it is necessary to view digitally recorded data stored by the Records Division, the following procedures will apply:
  1. The requesting Department member will:
    - a. prepare a Digitally Recorded Data Viewing / Hold / Duplication Request form, including approval of the requestor's station supervisor/designated unit supervisor.
    - b. schedule an appointment to view the recorded incident with a Records Division supervisor (or an appointed designee) to ensure the availability of a technician and playback equipment.
    - c. present the properly completed and approved form to a Records Division supervisor at the scheduled time.
  2. A Records Division supervisor will:
    - a. process all approved recorded incident review requests.
    - b. assign a technician to assist the requestor in viewing the recorded incident, as required.
- D. Obtaining a Video Recording
  1. A duplicate copy of selected information may be made to retain that information:
    - a. when it is not required that the master video be retained for an indefinite period (e.g., investigation of a routine administrative incident when the punishment is of a summary or minor nature).
    - b. when the requesting member determines that a duplicate video of a master video will be sufficient.
  2. A duplicate video recording may be obtained by:
    - a. completing a Digitally Recorded Data Viewing / Hold / Duplication Request form and submitting the completed form to the station supervisor/designated unit supervisor for approval.
    - b. notifying the Records Division that a duplicate video recording is required and submit the approved Digitally Recorded Data Viewing/Hold/ Duplication Request form to the Director, Records Division.

- c. indicating to the Records Division which information from the digitally recorded data is to be included on the duplicate video recording.
3. When the duplicate video recording has served the purpose for which it was made, the requesting member will ensure that it is immediately returned to the Records Division.

**NOTE:** A member requesting a duplicate video recording will not make additional copies of it or permit unauthorized persons to duplicate or view it under any circumstances.

**E. Special Situations**

When the Records Division receives a request for an extended hold of digitally recorded data that indicates it pertains to:

1. **a motor vehicle pursuit or traffic crash involving a Department vehicle**, the Director, Records Division, will ensure a duplicate video is forwarded to the Traffic Review Board.
2. **an incident having training value**, the Director, Records Division, will ensure a duplicate video is forwarded to the Deputy Chief, Education and Training Division.

(Items indicated by italics/double underline were revised or added.)

Authenticated by: RMJ

Garry F. McCarthy  
Superintendent of Police

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